

CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 9:	Management of Information
PROCEDURE 9.42:	Communication Rooms
REVISED:	08//09/05;01/10/07; 07/02/09,12/12; 3/14/16; Reviewed 11/16/18
Governing Body Approval:	01/10/13; 3/31/16; 11/19/18(<i>electronic vote</i>)

PURPOSE: Access to phone security and information systems rooms on the Connecticut Valley Hospital campus (referred to as Communications Rooms) will be limited and proper records will be kept for security reasons. The Data Center located in the Cotter building, for purposes of this policy, will be treated as a Communications Room.

SCOPE: Information Technology and maintenance staff

PROCEDURE:

The following protocol is for access to the Communication Rooms as a general need for work is limited to the Information Technology (IT) and maintenance staff.

Anyone needing access to enter this room needs to go to the hospital switchboard to sign out a generic ID card and/or Communication Room key. The TCOs will call one of the following people for permission to sign out the badge or key. The TCOs will document who gave permission, who took the badge, date and time badge was picked up and returned.

1. Information Technology Manager or designee
2. Phone System Administrator
3. Director of Fiscal Services and Plant Operations
4. Director of Plant Operations

The following people may have access via their hospital badge for emergency access:

1. Lieutenant of Police
2. Director of Plant Operations

The following people have been given access for their daily work:

1. Information Technology Staff
2. DMHAS/ISD staff
3. Electric Shop Supervisors
4. HVAC Staff
5. Phone Staff

There will be no ID cards or keys issued to anyone except from this list.

Access to the Information Technology Center – ITC building will be treated in the same manner as a Communications Room and access granted in the same manner. The only additional access to the ITC building will be limited to the housekeeping staff. Staff will use their badge ID to

enter the building and will use a building alarm code once they've entered the building. Access will be monitored via the badge ID.

In the event that the security alarm within the Training and Technology building goes off, the Police will dispatch an officer to the building. An IT staff person will need to reset the alarm once the building is secured. In the event that a staff person from the building accidentally trips the alarm, they need to call the TCOs, identify themselves and tell the Police or TCOs what happened.